

Hub South East Scotland(HSE) recognises the importance of Work-Related Road Safety and is committed to ensuring that employees and contractors who work on behalf of the company are aware of the risks they pose as a driver, and recognise their responsibility to themselves, their families and to third parties.

HSE is committed to reducing instances of road traffic offences, road traffic collisions and providing information to our employees on safe driving behaviours by:

- ◆ Reducing unnecessary journeys as a first principal.
- ◆ All drivers being subject to an online Risk Assessment to determine their risk profile.
- ◆ Providing driver training to those identified as having a high-risk profile and those required to drive light commercial vehicles.
- ◆ Ensuring all drivers who drive on company business have authorisation through our Permit to Drive procedure.
- ◆ Ensuring our drivers complete a self-declaration stating they are fit to drive.
- ◆ Ensuring commercial drivers are aware of the legal limits placed on drivers' hours and working time.
- ◆ Ensuring all vehicles used by HSE meet or exceed minimum legal requirements.
- ◆ Ensuring that all drivers understand their legal obligations in relation to driving a vehicle for work.
- ◆ Communicating our standards to our drivers on journey times, speeding, seat belt use, mobile phone use, drug and alcohol use.
- ◆ Ensuring processes are in place for individuals to monitor that their vehicles are fit for purpose and maintained in a roadworthy condition in line with manufacturers recommendations.

HSE will encourage our aligned suppliers to:

- ◆ Meet the requirements of the Construction Logistics and Community Safety (CLOCS) Standard where applicable.
- ◆ Meet the standards of Fleet Operator Recognition Scheme (FORS), where applicable,
- ◆ Ensure their employees adopt safe driving behaviours.
- ◆ Provide vehicles which are fit for purpose and maintained in a roadworthy condition.

Together we will:

- ◆ Embrace a safe driving culture
- ◆ Continually strive to improve our driving behaviours with the objective of reducing road traffic incidents
- ◆ Maintain a safe and roadworthy fleet

This HSE Policy Statement will be issued to all employees, uploaded to the Intranet, displayed prominently at all workplaces, briefed to suppliers through induction and site rules and be available on request to all interested parties. The organisation and arrangements for implementation of the Policy will also be available on the Intranet and at all workplaces for reference by any employee as required.

Hub South East Scotland is not an employer however we operate under a series of management services and/or secondment agreements for providing staff members to Hub South East Scotland. References to Hub South East Scotland staff in this document includes all such staff members

This Policy is continually being monitored and developed and will be formally reviewed annually, though on exception, amendments may be implemented at other times as required by legislative changes or work practices.

Signed for and on behalf of HSE:



Paul McGirk
Chief Executive
Hub South East Scotland

Reviewed: July 2025